

**REQUEST FOR PROPOSAL**  
**BACKGROUND CHECK SERVICES**  
**RFP #02-17**

The H.N.S. Management Company, Inc. (d/b/a *CTtransit*) is a Subsidiary Corporation of First Transit Group, Inc. established as the legal entity to perform a service contract with the State of Connecticut. *CTtransit* is the Connecticut Department of Transportation owned bus system, which provides fixed route bus service within 53 towns in the Hartford, New Haven, and Stamford metropolitan areas. An operating division is located in each of the three metro areas from which the local transit service is provided.

Notice is hereby given that Connecticut Transit (*CTtransit*) is requesting Proposals from outside organizations to provide Background Check Services for our Human Resources Department. It is *CTtransit*'s intention to utilize one (1) qualified Vendor for the services requested in this procurement.

Services shall be based on all provisions, conditions, instructions and specifications as outlined in the Proposal. Forms, instructions and specifications are available from the Purchasing Department of *CTtransit*; by emailing Proposers complete company information (company name, address, telephone number, fax number, contact person, and email address) to [bsheridan@cttransit.com](mailto:bsheridan@cttransit.com) or by calling Bonnie Sheridan, Purchasing & Contracts Officer (PCO) at (860) 707-1276. Proposal clarifications, questions, and/or Proposal suggestions will be received until **10:00 am Tuesday, July 26, 2016** and Proposals are due on or before **2:00 pm Tuesday, August 16, 2016**. Sealed Proposals should be clearly marked "**RFP #02-17**" "**BACK GROUND SERVICES**" in capital letters and sent to the attention of Bonnie Sheridan, Purchasing & Contracts Officer at PO Box 66, Hartford, CT 06141-0066 or 100 Leibert Road, Hartford, CT 06120 for hand delivery. Any Proposal received thereafter shall not be considered and will be returned to the Proposer. It is the responsibility of the Proposer to assure that its Proposal arrives at the designated location and person by the specified time stated above.

*CTtransit* has working relationships with the State of Connecticut and First America. Through these relationships we have the advantage of requesting the same pricing afforded on their contracts. *CTtransit* would expect that pricing, for the services requested, on any State of Connecticut and/or First America contract would be extended through this request for Proposal.

Issuance of the Request for Proposal does not commit *CTtransit* to award any contract. *CTtransit* reserves the right to waive any irregularities and formalities, to reject any and all Proposals submitted, to re-advertise and to make contracts in the best interest of *CTtransit* and/or the Department of Transportation of the State of Connecticut.

Bonnie Sheridan  
Purchasing & Contracts Officer

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